

Date

Name of President

Organization Name

Address

Dear _____(Name of President) ,

As you requested, I have reviewed the financial records for the _____(organization name) for the _____ Fiscal year. The records represent the financial statements as prepared by the _____(organization) Treasurer, _____Name of Treasurer. These records consist of financial statements, bank account statements, Payment Request Forms for all expenses and the supporting documentation for those expenses. The revenues generated by the _____(organization name) were recorded by _____(name of Treasurer) as they were reported to her by the various committee chairpersons. The supporting documentation for those revenues is maintained by _____(who-Committee chairs /Treasurer) To that extent, my review of the revenues generated by the _____organization consisted of verifying the recorded revenue to the bank deposit slips, the bank statements and committee budget review. I did not review the detail supporting the revenue generation and cannot provide an opinion regarding it.(If they provide no access to supporting documents than state that in audit report)

Based upon my review, the financial records of the _____(organization name) appear to accurately reflect the financial activity of the _____(organization name) for the _____fiscal year. The Treasurer appears to have compiled a complete and accurate record of all activity of the _____(organization name).

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In general, the expenditures of the _____(organization name) appear to be reasonable in amount and adequately supported by detail to verify their accuracy. *In addition, there were several non-compliance circumstances in which the guidelines for the _____(organization name) were not followed (see Comment I). If relevant to your organization.*

It is my opinion that the financial statements of the _____ (organization name) reasonably and accurately reflect the activity for the _____ fiscal year. The disbursements from the account appear to be reasonable in nature and amount. The revenues appear to be accurately recorded based upon the information provided to the Treasurer by the committee chairpersons.

Please contact me with any questions.

Sincerely,

Name of Audit Committee Members

Attachment

Attachment -- _____ (Organization name) Audit Comment

Comment I

Example: Comments should be relevant to procedures not followed – e.g. bylaws require two signatures on checks over \$200 but a number of checks did not have 2 signatures list the number of checks and amounts where that occur; if reimbursement payments were made without receipts, document the instances.

The fiscal yearend balance should reflect a balance of \$_____prior to the inclusion of the interest earned.

Review Report – if they exist

Check Register –

Reimbursement discrepancy-

Deposit discrepancy

Status Summary Report

A current status summary report was not provided for the review. The report included reflected activity from July 1, _____ through June 30, _____. The individual committee reports were reviewed for the entire fiscal cycle. All income and expenses are deemed reasonable and accurate.

Bank Statements

Bank statements were not provided for the month of June. All bank statements should be available for review to confirm all expenses and deposits. Eleven (11) statements were presented along with a supplemental activity report that only reflected activity through _____. As a result, eight (8) checks were unable to be reviewed and determined if compliant.

Not Sufficient Funds

There was a deposit in the amount of \$34.00 that was returned due to insufficient funds. Did not find any supporting documentation for this transaction nor any follow up information trying to pursue collection. The reversal of the deposit as well as the bank fee needs to be included in the check register.

LEGEND OF TICKMARKS

Correct Beginning Balance for the fiscal year end June 30, _____.

Adjusted register balance exclusive of interest earned in the month of June.

Agreed to bank statements w/o exception and reviewed deposit information provided.

Reviewed supporting documentation for this expense. The expense appears to be reasonable and all procedures set forth in the WPTO by-laws regarding "Payment Request Form" appear to be complied with. No exception noted.

Checks were not compliant. See Comment in Review Report.

Drafted checks were unable to be reviewed for compliance. See Comment in Review Report.

Outstanding Disbursements at fiscal year end. See Comment in Review Report.

Current Status Summary Report could not be reviewed. See Comment in Review Report.